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COMMUNITY DEVELOPMENT COMMISSION
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May 11, 2004

Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**APPROVE THE PURCHASE OF CISCO SWITCHING EQUIPMENT
FROM COMPUCOM SYSTEMS, INC. (ALL DISTRICTS)
(3 Vote)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the purchase of Cisco switching equipment from CompuCom Systems, Inc. for the Community Development Commission's information technology (IT) network is exempt from the California Environmental Quality Act (CEQA), as described herein, because the proposed procurement will not have the potential for causing a significant effect on the environment.
2. Approve the purchase of the Cisco switching equipment from CompuCom Systems, Inc.; and authorize the Executive Director to approve a purchase order requisition for procurement of two switches, using \$83,000 included in the Commission's approved Fiscal Year 2003-2004 budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The Cisco switches will replace current equipment, which is outdated and no longer supported by the manufacturer.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The purchase will be funded with \$83,000 included in the Commission's approved Fiscal Year 2003-2004 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In 1997, the Commission purchased 25 switches from Cabletron to support the Commission's IT infrastructure. Switches provide connectivity between desktop computers and servers and allow end users to access shared data, such as financial and human resource information, Internet, E-mail, and various other applications.

Cabletron split into four companies before ceasing operations in 2001. The new companies do not support the existing switching equipment and do not provide the necessary tools for the Commission's Network Administrators to support the equipment themselves. Any support for the current switches must be obtained from a third party vendor, which is costly. In addition, since the purchase of the switches seven years ago, the equipment has become obsolete, making it difficult to find replacement parts and further increasing support costs.

The Commission will purchase two Cisco switches from CompuCom Systems, Inc. to complement the existing network infrastructure. The Commission's Network Administrators will be able to scale the switches to fit the needs of the Commission by simply attaching additional hardware, instead of purchasing a new switch. In addition, the Commission's Network Administrators will support the Cisco switches in-house.

Cisco Systems, Inc. is one of the major manufacturers of networking hardware and is widely used as a standard for network infrastructures. The new Cisco switching equipment will allow data to move more quickly along the network, allowing employees to more efficiently perform daily activities from their desktop computer.

The Commission's recommendation to procure the switching equipment has been reviewed by the County Chief Information Officer.

ENVIRONMENTAL DOCUMENTATION:

This project is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. It is also exempt from the provisions of CEQA pursuant to State CEQA Guidelines 15060 (c)(2) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

CONTRACTING PROCESS:

The Commission researched several existing County agreements, none of which included the IT network equipment needed. However, the California State Store contract with CompuCom Systems, Inc. did include the needed equipment and offered a discount due to the leverage of the State. The Commission, therefore, chose to use this purchasing vehicle for procuring the Cisco switching equipment. The procurement process was conducted in accordance with the policies and procedures of the Commission.

IMPACT ON CURRENT SERVICES:

The new switching equipment is necessary to make the Commission's information technology network infrastructure fully operational for conducting daily business. With the implementation of new Cisco switches, the Commission's Network Administrators can easily access replacement parts, and scale the switches to the needs of the Commission with minimal disruption to end users.

Respectfully submitted,

CARLOS JACKSON
Executive Director